



Office of Financial Aid

900 N Grand Ave., Suite 61562, Sherman TX 75090

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Student Employment Skills Survey

Name: _____ Student ID# _____

Home Address: _____ City, State, Zip _____

Cell Phone Number: _____

U.S. Citizen? ___ Yes ___ No If no, eligible to work? ___ Yes ___ No

Preferred Type of Work? _____

Please indicate below your skills and/or previous work experience:

General Office

- Computer
Programs Used: Word, Excel, Access, Power Point, Desktop Publisher, Other
Copy Machine, Answering Phones, Taking Messages, Switchboard, Alphabetizing, Filing, Mail Sorting, Admissions (College), Office Work, Tele-recruiting, Tour Guide

Retail/Restaurant

- Cashier, Sales, Short Order Cook, Wait Person

The Arts/Photography

- Theater, Costume Design, Stage Design, Lighting, Film/Slide Projector, Photography, Ceramics, Sculpture
Digital Media: Social Media, Photography, Filming/Video Editing, Adobe Photoshop, Adobe Illustrtor, Adobe Premier Pro, Adobe After Effects, Adobe InDesign

Physical Labor

- Grounds Work, Electrician Helper, Plumber Helper, Carpenter Helper, Painter

Athletics

- Athletic Trainer, Lifeguard- certified

Other

- Blank lines for other skills

Hobbies or Interests: _____

Please list employment experience, beginning with most current:

Table with 4 columns: Employer, Position, Duties, Dates Employed

Will you be involved in varsity athletics? ___ Yes ___ No If yes, which? _____

Will you be able to work evenings and/or weekends? ___ Yes ___ No

A limited number of Federal Work-Study (off-campus) community service jobs with various non-profit organizations are available. Are you interested? ___ Yes ___ No

Will you have your own transportation? ___ Yes ___ No

Student Signature: _____ Date: _____

PLEASE NOTE: Students will need to provide proof of identity for the I-9, Employment Eligibility Verification, form before they can work on campus!! Common acceptable documents include: original, unexpired social security card, driver's license or ID card, U.S.Passport, and original or certified copy of birth certificate. For complete list of acceptable documents refer to: www.uscis.gov/i-9-central/acceptable-documents.